

My Sister's Place, Inc.
Volunteer Confidentiality Agreement

My Sister's Place provides emergency housing and comprehensive services for victims of domestic violence and their children. Due to the danger that may be involved with domestic violence, the location of any of the facilities of My Sister's Place is **confidential** and **cannot** be disclosed. Any information obtained from (or concerning) clients is **privileged** communication that is not to be revealed to outside sources without a signed release from the client.

Confidentiality means:

- Clients' safety is protected by not divulging the location of the facilities of My Sister's Place.
- Clients seen in other places should not be acknowledged unless they make the first move.
- At **no time** should the name of the client be revealed to others. Clients include: residents and their children, non-residents, counseling clients, and hotline callers.

We must avoid being trapped by these (or any other) pitfalls:

- Mentioning even in the strictest of confidence, to a close friend or family member (or anyone else) the location of any of the facilities of My Sister's Place or the name of a client.
- Verifying the location of My Sister's Place to someone who asks, "Isn't it near...?"

It is the clients' rights to privacy and safety that we are preserving and **all staff** members and **volunteers must** keep this information strictly confidential. Breach of confidentiality could endanger the women's and the children's safety and possibly put them in a life-threatening situation.

I understand how important confidentiality is to the clients of My Sister's Place. I agree to maintain the confidentiality of any client information that I become aware of, either directly or indirectly, during my work with My Sister's Place and thereafter.

I further understand that the location of the facilities of My Sister's Place must be kept strictly confidential. I agree to keep all addresses and locations confidential.

Volunteer's Signature

Volunteers's Printed Name

Date

Volunteer Manager Signature

Volunteer Manager's Printed Name

Date